



City of
Rockville
Get Into It

**Historic District Commission Staff Report:
Certificate of Approval
HDC2012-00587, 21 Wall Street**

MEETING DATE: 6/21/12

REPORT DATE: 6/14/12

FROM: Robin D. Ziek, Preservation Planner,
Planning, CPDS
240.314.8236
rzeik@rockvillemd.gov

APPLICATION DESCRIPTION: Replace rear door

APPLICANT: Dee Ko Co., Inc.
110009 Broad Green Drive
Potomac, MD 20854

FILING DATE: 5/16/12

RECOMMENDATION: Finding the application in accordance with Secretary of the Interior's Standards #2 (The historic character of a property shall be retained...), #3 (Changes that create a false sense of historical development...shall not be undertaken), and the City's *Technical Guide # 3*, staff recommends approval of the application as submitted.

EXECUTIVE SUMMARY: As the new owner of this 1892 Victorian house, the applicant is undertaking a renovation of the property. The only exterior alteration proposed is the removal of an interior door that has been used as an exterior door at the back of the house, and replacement with an exterior door that will match the existing exterior doors at the house. Staff recommends approval as submitted.

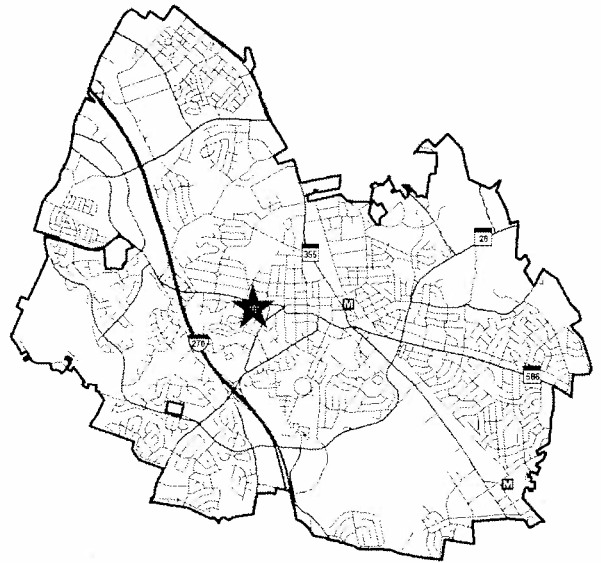


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RECOMMENDATION

Staff finds that the proposed removal of an interior door from its position as the rear exterior door, and its replacement with a multi-pane exterior door that will be more similar to the other existing exterior doors, in compliance with the *Secretary of the Interior's Standards for Rehabilitation* #2 (The historic character of a property shall be retained...), and #3 (Changes that create a false sense of historical development...shall not be undertaken), and the City's *Technical Guide # 3* (Doors and Windows), which encourages the retention of original doors and windows, and notes the use of materials other than wood as discouraged but possible if the design matches the original to be replaced. As the original door is not available, the applicant proposes to match the design of existing exterior doors. Additionally, staff recommends approval of the application as submitted as the proposed work will have no material effect on the character of the West Montgomery Avenue Historic District.

SITE DESCRIPTION

Location: 21 Wall Street
Applicant: Dee Ko Co., Inc. (Kevin Holcomb, Agent)
Land Use Designation: Detached Residential (Restricted Residential)
Zoning District: R-90
Existing Use: Residential
Parcel Area: 7,013 sf
Subdivision: Veirs Addition

Vicinity

| Surrounding Land Use and Zoning | | | |
|---------------------------------|---------|----------------------------------|----------------------------------|
| Location | Zoning | Planned Land Use | Existing Use |
| North | R-90 HD | Detached, Restricted Residential | Detached, Restricted Residential |
| East | R-90 HD | Detached, Restricted Residential | Detached, Restricted Residential |
| South | R-90 HD | Detached, Restricted Residential | Detached, Restricted Residential |
| West | R-90 | Detached, Restricted Residential | Detached, Restricted Residential |



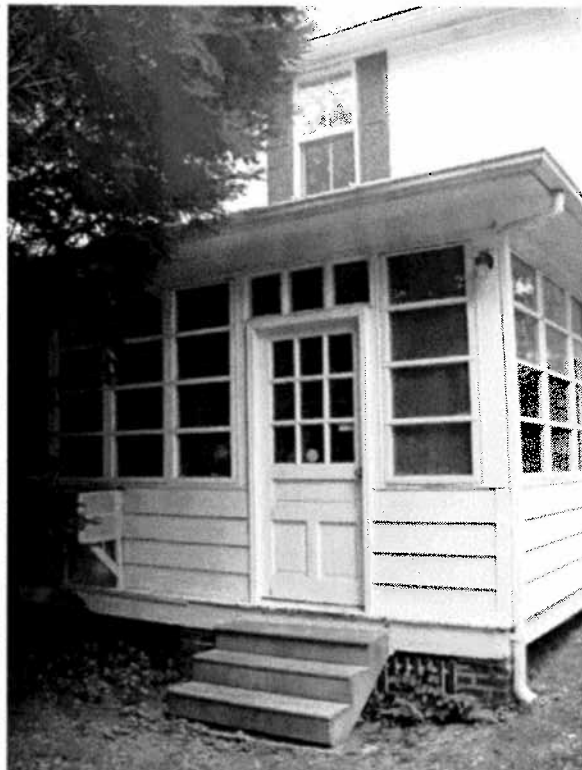
Site Analysis:

The Green/Headley/Lai House is part of the West Montgomery Avenue Historic District. Built ca. 1892, it is a two-story Victorian house associated with Francis Green and her brother, architect/builder Edwin West. The property has recently been sold and the new owner has undertaken the renovation of the house to address structural deficiencies. The adjacent side yard is being sold as a separate building lot, and a new house at this site will be subject to HDC review and approval.

The owner's contractor and agent is Kevin Holcomb. Exterior alterations have been minimized to the extent that this proposed rear door replacement is the only exterior alteration throughout the project.



The existing rear door at the back porch

**Existing Rear Door****Existing Rear Porch Door**

DISCUSSION OF THE PROPOSED PROJECT and MATERIALS

The existing rear door is an interior solid four-panel wood door that has been used as the back kitchen door. The bottom of the door has been cut to fit the opening. The door is only 1-3/8th in thickness, where an exterior door is more commonly 1-3/4". The front door is a multi-light design (see circle 10), as are the two other doors into the kitchen – one leads into the existing sun porch and one sits between the existing kitchen and the original kitchen (see circle 11). These two doorways were at one time exterior openings, but with subsequent additions, they are now interior openings. Regardless, all three multi-light doors are non-historic and non-original. Finally, the exterior sunporch door shown above is also non-original and non-historic, but is a ½-light door with panels below.

The applicant asks to replace the rear kitchen door because it doesn't actually fit the opening or perform well as an exterior door, in part because of alterations to the door made by the prior owner. The selection of the new fiberglass multi-light door that will be painted and will match the front door was made, in part, because there are two other existing doors into the kitchen which also match the front door. As none of the exterior doors are actually original, the design selection seems appropriate in that this minimizes door variety on the exterior of the house, and additionally minimizes door variety in this one room.

As the rear door is not visible from Wall Street, this alteration will have no adverse effect on the overall character of the West Montgomery Avenue Historic District. Staff also recommends that this proposed alteration will have no adverse effect on the historic significance of this house because the original back door is missing and the proposed new door is a compatible alternative.

COMMUNITY OUTREACH

Posting of sign on property two weeks prior to meeting

Postcard notices sent out two weeks prior to meeting

Staff report posted on City's web site one week prior to meeting

FINDINGS

Finding that the project meets Secretary of the Interior's Standards for Rehabilitation

#2: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided; and

#3: Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken;

Because: the proposal will not alter an original opening and will replace a non-original door with a new non-original door; and

there is no information about the design of the original door and therefore a compatible exterior door such as is proposed will avoid a false sense or conjecture concerning the exterior door; and

the proposal complies with the adopted *Technical Guide #3* for Doors and windows, which calls for the retention of original doors and windows and compatible replacement when required (see Circle 12-14).

Staff recommends approval of this proposal. Staff notes that this is not an original exterior door, and the proposed door will match three out of the four existing doors and is more similar to the 4th existing exterior door with multi-light panes. While Technical Guide #3 notes that a non-wood material is not encouraged, it may be permitted if deemed compatible. Staff recommends that the new door will have no adverse effect on the historic significance of this resource as it has suffered alterations to its exterior doors already, and that this new door will have no adverse impact on the overall West Montgomery Avenue Historic District, in part, because it replaces a non-original door and is not visible from the public right-of-way.

Staff recommends approval of the application as submitted.

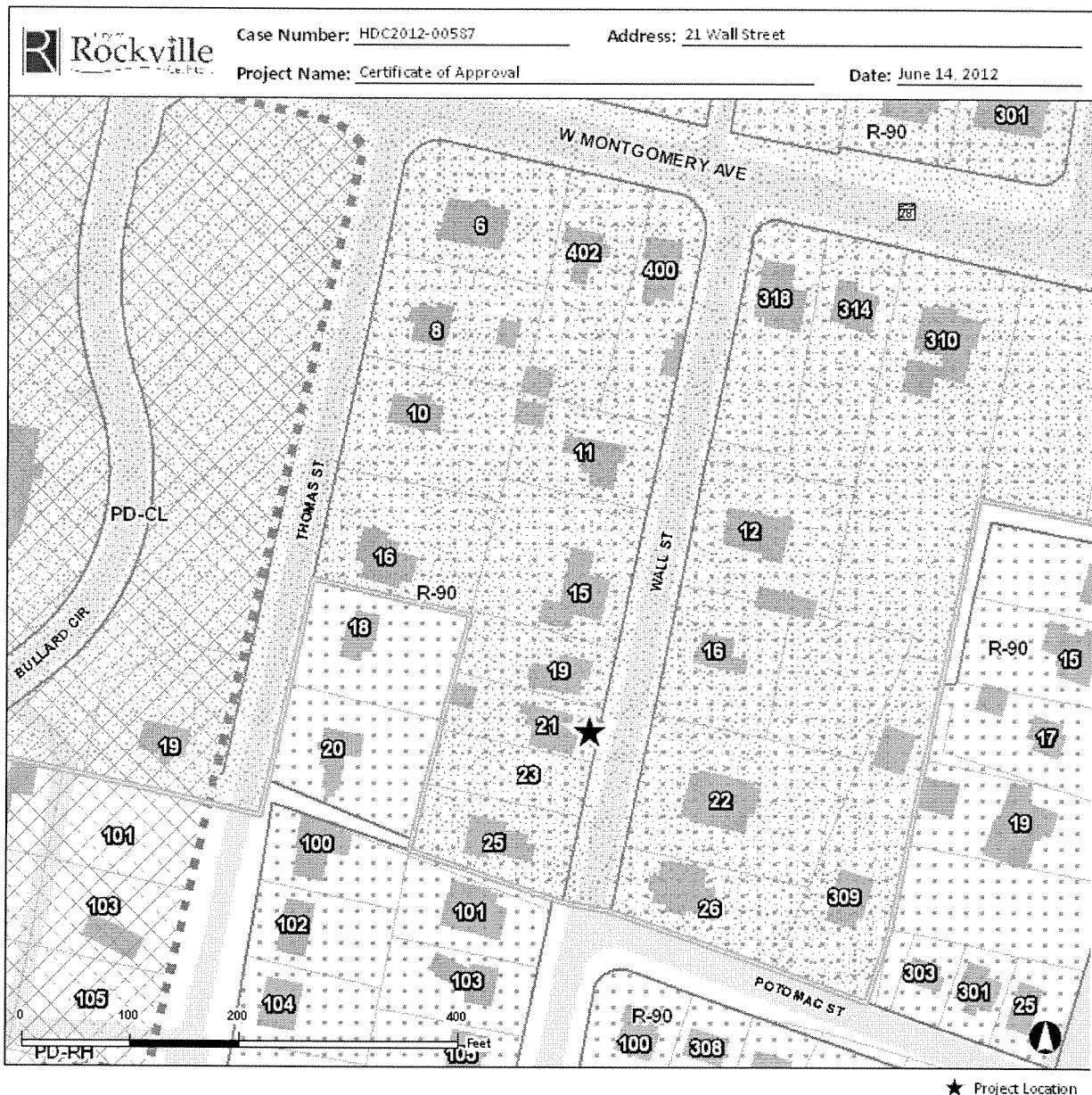
Secretary of the Interior's Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. ***The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.***
3. ***Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.***
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

AERIAL PHOTO



ZONING MAP



Legend

- | | | |
|--|-------------------------------------|--|
| R-400 - Residential Estate | RMD-10 - Residential Medium Density | MKC - Mixed-Use Commercial |
| R-200 - Suburban Residential | RMD-15 - Residential Medium Density | MKCD - Mixed-Use Corridor District |
| R-150 - Low Density Residential | RMD-25 - Residential Medium Density | MKE - Mixed-Use Employment |
| R-90 - Single Unit Detached Dwelling, Restricted Residential | PD - Planned Development | MKNC - Mixed-Use Neighborhood Commercial |
| R-75 - Single Unit Detached Dwelling, Residential | IL - Light Industrial | MKT - Mixed-Use Transition |
| R-60 - Single Unit Detached Dwelling, Residential | PARK - Park Zone | MKTD - Mixed-Use Transit District |
| R-40 - Single Unit Semi-detached Dwelling, Residential | MKB - Mixed-Use Business | Special Exceptions |
| Clusters | Historic Preservation Parcels | Twinbrook Metro Performance District |
| Planned Developments | Lincoln Park Conservation Overlay | Town Center Performance District |



City of Rockville
Department of Community Planning and Development Services
Historic Preservation Office
111 Maryland Ave. • Rockville, MD 20850-2364 • 240-314-8230
www.rockvillemd.gov/historic

HDC

APPLICATION FOR HISTORIC DISTRICT COMMISSION (HDC)

PROJECT IDENTIFICATION:

Application is hereby made with the Historic District Commission of Rockville for a Certificate of Approval for the property described below:

| | | | |
|---------------------------------------|--|---------------------------------------|--------------------------------|
| PLEASE PRINT CLEARLY OR TYPE | NUMBER, STREET & ZIP <u>21 WALL ST.</u> | | |
| | SUBDIVISION <u>000</u> | LOT <u>P14</u> | BLOCK |
| | ZONING <u>R-90</u> | TAX ACCOUNT NO. <u>04-00148577</u> | PROPERTY SIZE (in square feet) |
| | | | |
| APPLICANT* | FIRST <u>KEVIN</u> | <u>10021 BLUE BANNER DR.</u> | <u>301-972-4422</u> |
| | LAST <u>HOLCOMB</u> | <u>GERMANTOWN MD 20876</u> | <u>IMPROVEMENTS 1983</u> |
| PROPERTY OWNER | FIRST <u>DEEKO CO. INC.</u> | <u>11009 BROAD GREEN DR</u> | <u>240-499-8689</u> 9M1 |
| | LAST | <u>POTOMAC MD 20854</u> | <u>JTSAO10@gmail.com</u> |
| ARCHITECT Registration # | COMPANY | | |
| | LAST | FIRST | |

| | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> FENCE | <input type="checkbox"/> MATURE TREE REMOVAL | <input type="checkbox"/> CHIMNEY |
| <input type="checkbox"/> SIDING/TRIM | <input checked="" type="checkbox"/> WINDOWS/DOORS | <input type="checkbox"/> MISCELLANEOUS |
| <input type="checkbox"/> SIGNAGE | <input type="checkbox"/> ADDITION | <input type="checkbox"/> ORDINARY MAINTENANCE |
| <input type="checkbox"/> PARKING LOT | <input type="checkbox"/> ROOFING | <input type="checkbox"/> NEW CONSTRUCTION |
| <input type="checkbox"/> LANDSCAPING | <input type="checkbox"/> ACCESSORY BUILDING | <input type="checkbox"/> OTHER |

* A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.

Description of the proposed work in brief (attach additional sheets as necessary): REPLACE EXISTING 32" REAR KITCHEN DOOR
DOE TO LOWER DOOR DAMAGE, BROKEN SILL AND TO ADD ADDITIONAL SOUTLIGHT IN CORNER OF
KITCHEN. NEW DOOR JELLY WOOD 32" X 80" FIBERGLASS FIBERGLASS EXTERIOR FOL 15 W/
EXTERIOR GRILLE DOOR.

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this permit.

Signature of Applicant

[Handwritten Signature]

| |
|---|
| Received by: <u>5/16/2012 / Robin2rel</u> |
| Accepted by: <u>Robin2rel</u> |
| Date: <u>5/16/2012</u> |

See reverse side
Revised 3/07

| | |
|--------------------------|--|
| TO BE COMPLETED BY STAFF | |
| Application #: | <u>HDC 2012-00587</u> |
| Public Hearing Date: | |
| Decision | <input type="checkbox"/> Approved <input type="checkbox"/> Staff Approval |
| | <input type="checkbox"/> Denied <input type="checkbox"/> Approved w/conditions |
| 45 Day Review Date: | |
| Staff reviewer: | |



HDC

SUBMITTAL PROCEDURES FOR HISTORIC DISTRICT COMMISSION (HDC) CERTIFICATE OF APPROVAL

Each applicant needs to be aware of the following facts about the processing of this application. After reading the following information, please sign below to acknowledge your understanding.

1. PRE-APPLICATION MEETING

A pre-application meeting with the historic preservation staff is recommended prior to filing all applications. Please call the preservation office at 240-314-8230 to schedule a meeting with staff.

2. COMPLIANCE WITH GUIDELINES

Projects must comply with the City's *Technical Guides for Exterior Alterations*, available via the Internet at www.rockvillemd.gov/historic/tech-guides.html or in printed form at the Department of Community Planning and Development Services.*

3. FILING LOCATION

Applications must be filed with the City of Rockville Community Planning and Development Services Department at 111 Maryland Avenue, Rockville, MD. Applications will not be accepted until they are determined to be complete by City staff. The application must be filed by the last Tuesday of the month prior to the scheduled Historic District Commission meeting.

4. INSPECTION OF THE PROPERTY

Members of the Historic District Commission and City staff must be given the opportunity to physically inspect the subject property to help them reach a decision on the application. This opportunity must be granted provided that reasonable notice is given for said inspection.

5. HEARING/MEETING APPEARANCE

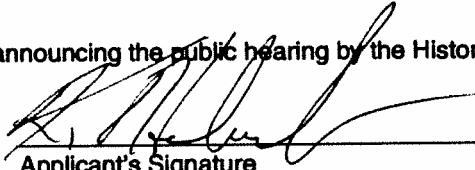
Once the application is complete, staff will set a tentative date for a public hearing by the Historic District Commission. Meetings of the Commission are held on the third Thursday of the month, in the Mayor and Council Chambers at City Hall at 7:00 p.m. The applicant, or a representative designated by the applicant, should be prepared to present his/her case before the Historic District Commission. The applicant will have the opportunity to ask questions and respond to comments at the public hearing. HDC decisions may be appealed to the Circuit Court of Montgomery County.

6. FILING DEADLINES

Applications are due by the last Tuesday of the month preceding the regularly scheduled HDC meeting. A schedule of filing deadlines is maintained by the Planning Division.

7. SIGN

A sign will be posted by the City staff on the property announcing the public hearing by the Historic District Commission approximately one week prior to the meeting.


Applicant's Signature

5-14-12
Date

*In addition to the City's Technical Guides for Exterior Alterations (see #2 above), applicants may also find it useful to consult the following publications:

- The Secretary of the Interior's Standards for Rehabilitation: www.cr.nps.gov/nps/tps/standards/rehabilitation.htm
- The HDC's Adopted Architectural Design Guidelines: www.rockvillemd.gov/historic/guidelines1977.htm

5

Dee KO Company, Inc.
11009 Broad Green Dr.
Potomac, MD 20854
Tel: (240)-499-8689
(240)-535-1142
Email: jtsao10@gmail.com

May 5, 2012

#Property Address: 21 Wall Street, MD 20850

To Whom It May Concern,

I, Chen-Yu Tsao, hereby give the permission to Kevin Holcomb (T/A Kevin's Home Improvement at 10021 Blue Banner Dr., Germantown, MD 20876 phone number 301-972-4422) to file an application to historic district commission for a change to the kitchen rear entrance door of the property. Please do not hesitate to contact me if you have any questions.

Sincerely Yours,



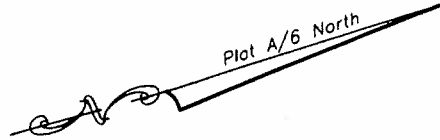
Chen-Yu Tsao

Founder and CEO

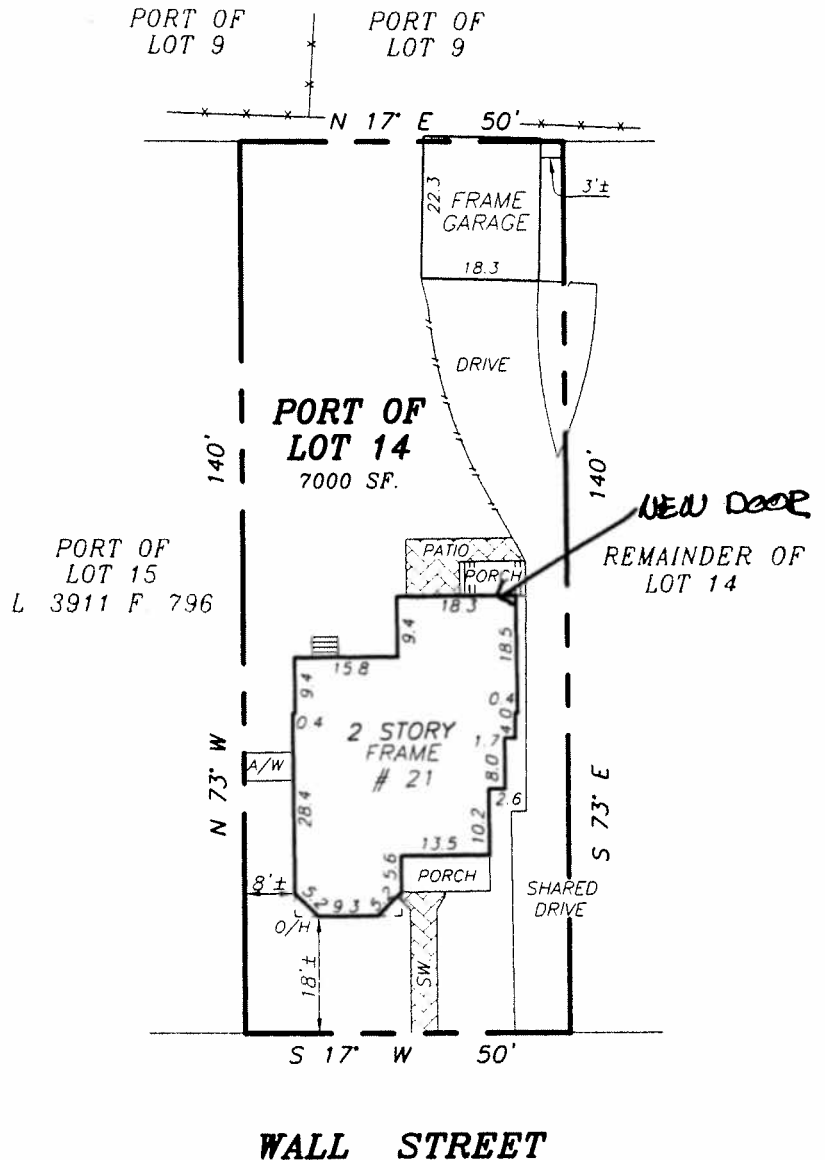
jtsao10@gmail.com

CONSUMER INFORMATION NOTES:

- 1). This drawing is a benefit to a consumer only insofar as it may be required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing;
- 2). This drawing is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements;
- 3). This drawing does not provide for the accurate identification of property boundary lines, but such identification may not be required for transfer of title or securing financing or refinancing.
- 4). The level of accuracy and accuracy of apparent setback distances is one foot, more or less.
- 5). THIS LOCATION DRAWING IS NOT TO BE USED IN CONNECTION WITH ANY TYPE OF PERMIT APPLICATION.
- 6). This location drawing was prepared without the benefit of a title report.



| LEGEND | |
|------------------|---------------------|
| SW. | Sidewalk |
| O/H | Over Hang |
| A/W | Area Way |
| Wood Fence | --- |
| Chain Link Fence | *** |
| Asphalt Area | [Hatched Box] |
| Brick Area | [Cross-hatched Box] |



LOCATION DRAWING
PORT OF LOT 14
R. T. VEIRS
ADDITION TO ROCKVILLE
MONTGOMERY COUNTY, MARYLAND

| SURVEYOR'S CERTIFICATE | | REFERENCES | | ALIMO & ASSOCIATES LLC | |
|---|--|-------------------|------|---|-------------------|
| This location drawing and the surveying work reflected in it were prepared by the surveyor or the surveyor was in responsible charge over its preparation, all in compliance with requirements set forth in COMAR Regulation 09.13.06.12. | | PLAT BK. | A | LAND SURVEYORS 3516 Singers Glen Drive Olney, Maryland 20832 Tele.: (240) 888-7631 Fax: (301) 570-0967 | |
| | | PLAT NO. | 6 | | |
| By: <u>F. Alimohammadi</u> 12/12/2011 MD Professional Land Surveyor #21382 Expires 02-03-2012 | | LIBER | 3911 | DATE OF LOCATIONS | SCALE: 1" = 30' |
| | | FOLIO | 796 | WALL CHECK: | DRAWN BY: F.A. |
| | | | | HSE. LOC.: 12-12-2011 | JOB NO.: 2011-256 |



Existing damaged kitchen entrance door

BID For DOOR 1 3/8" THK.





Jeld-Wen windows & doors

Fiberlast 2/8 X 6/8 fiberglass exterior full 15 light, 7/8" exterior grille door.

1 3/4" THK.

+ 7/8" full grille door.
"Paint white"

21 Wall St. Rockville, MD 20850

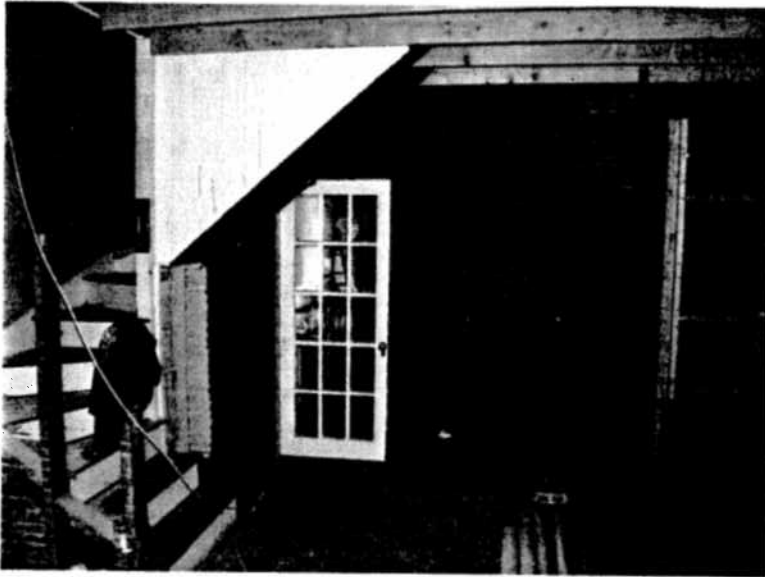


Existing front door





Existing sun porch door and kitchen door to study



Technical Guides for Exterior Alterations

A Practical Series for the Preservation and Maintenance of Rockville's Historic Resources

3: Windows and Doors *(continued)*

Tax Credit Information

Tax credits may apply. To maintain eligibility, please have before and after photographs of the work. Obtain HDC approval prior to undertaking the work if a COA is required, and make sure you follow all zoning requirements. Work done without a required HDC Certificate of Approval is not eligible for the tax credits. Forms are available on the City Web site or at the CPDS information desk.

Contact Us

For additional information and questions, please contact:

Historic District Commission
Department of Community Planning and
Development Services

Rockville City Hall
111 Maryland Avenue
Rockville, MD 20850
240-314-8230 voice
240-314-8210 fax
history@rockvillemd.gov

Additional information

Adopted Architectural Design Guidelines for the Exterior Rehabilitation of Buildings in Rockville's Historic Districts, Rockville Historic District Commission, 1977.

Secretary of the Interior's Standards and Guidelines for Rehabilitation, National Park Service, 1995 - www2.cr.nps.gov/tps/standguide/rehab/rehab_index.htm

NPS Preservation Briefs Series at www2.cr.nps.gov/tps/briefs/presbhom.htm

No. 3 - Conserving Energy in Historic Buildings
No. 9 - The Repair of Historic Wooden Windows
No. 10 - Exterior Paint Problems on Historic Woodwork
No. 16 - The Use of Substitute Materials on Historic Building Exteriors

Technical Guides for Exterior Alterations

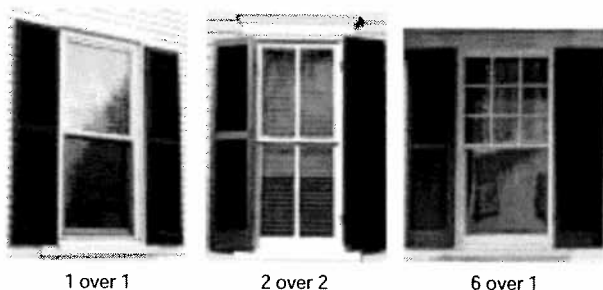
A Practical Series for the Preservation and Maintenance of Rockville's Historic Resources

3: Windows and Doors

Background

Original windows and doors are important features on historic buildings. Their spacing contributes to the visual rhythm of the façade, while providing insight into interior spaces and the uses of the building. Their design, craftsmanship and materials contribute to a property's historic value. Because there are so many design choices such as number, location, size, muntin profile and arrangement of panels on the doors, these architectural elements are key indicators of the historical style and date of construction.

Historic materials for doors and windows include wood and metal (most often, steel). Wood is easily worked for design effects, including the addition of decorative trim for door and window surrounds. Most of the historic doors and windows in Rockville were made from old growth wood, and have a natural resistance to weather and insect decay. Metal windows were originally made to imitate wood windows. The inherent strength of the material, however, permitted larger windows with thin muntins and frames.



Typical Rockville double hung windows

The replacement of doors and windows is often proposed because of condition or poor functioning. However, peeling paint, broken glass, stuck sashes and high air infiltration are no indication that windows are beyond their useful lives. These concerns can be addressed through repair and repainting and, *replacement is not recommended.*

Wood doors and windows that are repaired and properly maintained will have greatly extended service lives while contributing to the historic character of the building. When energy conservation is a concern, weatherization and/or the addition of storm windows and storm doors will reduce heating and cooling costs, while helping to preserve the original materials and the paint finish (see Rockville *Technical Guide* No. 13 - Storm Windows and Doors).



A typical c. 1920-30 front door

HDC Policy

The Historic District Commission follows *The Secretary of the Interior's Standards for Rehabilitation*, and the accompanying *Guidelines*, in recommending the repair and retention of original windows and doors whenever possible through the following practices:

- Retain and repair original windows and doors and their frame and trim.
- Retain the location of original window and door openings to the maximum extent possible.
- Retain the size of the original openings and configurations, with transoms, sidelights, double doors or other features.

If the HDC approves the replacement of one or more of the original windows or doors, the replacement shall be in kind, matching the original in design, size, and materials. Windows in new additions are evaluated as "new construction" and repair of original materials would not apply.

Considerations for Window Replacement

The rehabilitation of original wood window sashes is required, unless they are severely damaged. Damage must be investigated and documented to the HDC before replacement is considered. If energy efficiency is the primary concern, measures such as weatherstripping, caulking frames and the use of storm windows are recommended. HDC approval is required, and additional information about storm windows is available, in Rockville *Technical Guide* # 13.

Technical Guides for Exterior Alterations

A Practical Series for the Preservation and Maintenance of Rockville's Historic Resources

3: Windows and Doors *(continued)*

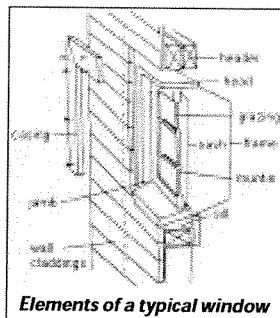
Considerations for Window Replacement

(continued)

If windows are beyond repair due to rot, dry rot or substantial insect damage and must be replaced, the replacement shall be manufactured to the exact size of the original window opening, duplicating the pane pattern exactly. The frame and trim shall be retained, or replicated, when damaged beyond repair.

For replacement windows, either true divided light (the single-pane of glass within a wood frame) or simulated true-divided light (where the wood frame is glued over a thermal glass "sandwich" and cannot be removed) glazing is recommended. The simulated true-divided light sash replicates the historic appearance with accurate shadow lines provided by the depth and molding profile of the sash muntins. Inserted or removable grills do not replicate these characteristics of the original windows and shall not be used.

Wood is the preferred material for replacement of wood windows. Materials other than wood may be considered, but will be evaluated against the standard of the original wood window, including muntin profiles and dimensions of the frame.



Elements of a typical window

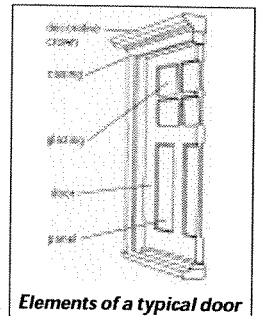
Historic shutters shall not be removed. Shutters are generally recommended only if originally used on the building, which is often documented with historic photographs. However, new shutters may be approved by the HDC if it can be demonstrated that they were typical of the building style. In that case, replacement shutters shall match historic shutters in size, design, material, and color, and method of installation and operation.

Considerations for Door Replacement

Original doors shall be retained unless they are damaged beyond reasonable repair. Damage must be

documented for approval by the HDC. The frame and trim shall be retained, or replicated, when damaged beyond repair.

If a door must be replaced due to rot, dry rot, insect or other damage, the new door shall replicate the original door (if known) in size, proportion, material, shape, glazing pattern, and number of panels, including the use of true-divided lights. If the design of the original door is unknown, staff will work with the applicant to help determine a compatible replacement door for HDC consideration.



Elements of a typical door

When a prominent historic door is too deteriorated, or the existing door is not historic, it may make sense to re-use a similar exterior door from a less prominent location such as side or rear entrance. The HDC reviews proposals for door replacement with compatibility in mind.

Wood or metal storm doors, reviewed by the HDC, may be used for additional comfort and security but the National Park Service notes that there may not be substantial savings over time due to the relative cost of the storm door itself (see NPS Preservation Brief No. 3).

Certificate of Approval

PLEASE NOTE - If repair or replacement materials match the existing materials *exactly*, no Certificate of Approval is required.

If changes are requested, the application for a Certificate of Approval must include the following:

- Justification for replacement, including photographs documenting the decaying condition of the door or window sash and/or frame.
- Specifications for the proposed replacement door or window, including material, dimensions, glazing pattern, trim and finish.
- Manufacturer's brochures or examples of requested replacements.